

Ordinary Meeting Minutes

Attendees:

Cllr. R Hunt, Cllr. I Forcada, Cllr. M Farkasovska, Cllr. M Hinton, Cllr. C Volrath
Cllr. K Reid, Cllr. I Perry, Cllr. C Volrath, Clerk J Chen & 2 police officers & 8 members
of public.

Absent:

Cllr. J Griffiths, Cllr. G Ward, Cllr. H Child

Meeting Started on: Nov 11^h 2025 07:09PM

Meeting Ended on: Nov 11th ,2025 08:31PM

Held on/at: Field Study Centre of Amelia Trust Farm

Zoom Link <https://zoom.us/j/92541418992>

Meeting Chaired by: Chair R Hunt

1. Chair's welcome and introduction

2. To receive apologies for absence

Received apologies from Cllr. G Ward, Cllr. H Child for absence

3. To receive declarations of interest under the Council's Code of Conduct

none

4. To approve Minutes of:

a. Meeting of 14th Oct 2025

Proposed by Cllr. Reid

Seconded by Cllr. Forcada

Voted for: Cllr. Farkasovska, Cllr. Hinton C, Chair Hunt

Voted against: Cllr. I Perry (he voted against the minutes most strongly and stated that he was misquoted as it didn't record his word stating, 'I don't think this is democratic', and he found the minutes derogatory and unacceptable and politicized.)

Chair Hunt pointed out that the clerk took the minutes from the recording of the meeting, so they are very accurate in what was said.

Cllr. Volrath didn't vote due to bad signal.

The minutes is approved.

b. Meeting of 3rd Apr 2025

Cllr. Hinton has drafted the amendments to meeting minutes on meeting of 3rd Apr 2025. Please see the below draft amendments from him.

Having reviewed both the draft minutes for 3 April 2025 and the approved minutes of the 27 February 2025 meeting (attached for reference), I wish to record the following factual amendments and corrections before any approval of the April minutes can be considered.

1. Financial Record – Section 11 (Financial Matters)

The February 27 minutes (Item 10c – attached for your quick reference) clearly record that payment to Armstrong Masonry (£17,988) was to be made “subject to a correctly addressed invoice” and that a breakdown of labour and materials was to be requested before payment approval.

Prior to the 3 April meeting, on 26 March 2025, I spoke directly with the mason who confirmed that the invoice sent to Cllr Perry had already been paid, even though no corrected invoice had been presented to Council for approval.

This issue was raised during the April 3 meeting, yet the current draft minutes make no mention of:

The Armstrong Masonry invoice or the Memorial project,

The fact that payment had already been made contrary to the February resolution, or

The action agreed on 27 February to secure and review the corrected invoice before any payment.

For accuracy and transparency, the April 3 minutes must record that the matter was raised, that councillors discussed the inconsistency between the February resolution and the contractor’s confirmation of payment, and that members reiterated the requirement for a correctly formatted invoice to be presented to Council before any retrospective approval could occur.

2. Governance and Financial Oversight – Section 11 (Financial Matters)

The minutes should also reflect that members expressed concern over the continuing absence of a full and up-to-date financial record.

At the time of this meeting, the Chair was also acting as Responsible Financial Officer (RFO), and it was confirmed that financial data was only current to August 2024, limiting the Council’s ability to scrutinise spending properly. Including this note ensures the minutes accurately capture the governance position at that time.

3. Tone and Accuracy of the Record – Throughout

Several entries read as narrative statements rather than neutral records of decisions.

Council minutes should remain impartial and factual, capturing only what was discussed or resolved — not personal commentary or subjective phrasing.

I therefore request that any descriptive or narrative-style language be revised into concise factual notes, consistent with best practice for minute-taking.

4. Transparency and Audit Wales Guidance – Section 11 (Financial Matters)

CYNGOR CYMUNEDOL
ST NICHOLAS
BONVILSTON
COMMUNITY COUNCIL

The minutes should acknowledge that councillors requested sight of invoices and supporting financial documentation before any approvals, in accordance with the Audit Wales March 2025 guidance on community-council financial governance.

It should also be noted that these documents had not been circulated in advance, restricting members' ability to exercise due diligence.

These amendments are necessary to ensure the minutes are accurate, complete, and compliant with governance standards.

Until the above points — particularly the issue relating to the Armstrong Masonry / Memorial invoice — are correctly reflected in the April 3 minutes, I will not be in a position to approve them.

Chair Hunt and Cllr. Reid were not councillors that time and decided not to comment and vote for the minute's approval.

Cllr. Perry found the amendment inaccurate and just personal point of view.

Cllr. Forcada stated that he agree with all the points/concerns raised by Cllr. Hinton, which were also repeatedly raised by several councillors of this community council.

Cllr. Perry asked how the clerk amend the minutes.

The Clerk asked Cllr. Hinton to clarify the exact amendments to the minutes.

Cllr. Hinton offered to facilitate providing that the detail the council has captured is embedded within the minutes as annex or an appendix or something, he also stated that there is a lot of important information that has gone on in the meetings that's not captured in the current minutes.

Cllr. Forcada suggested to seek advice from OVW for formal minutes amendments procedure to amend the minutes and then circulate the amended minutes for approval.

Cllr. Hunt proposed to defer these amended minutes approval of meeting April 3rd to next meeting after circulating the detail amended minutes.

seconded by Cllr. Reid

Voted for: Cllr. Farkasovska, Cllr. Hinton, Cllr. C Volrath, Cllr. Forcada

Voted against: Cllr. I Perry

The proposal is approved.

5. Public participation

The clerk received an email from the resident of St Nicholas who request for support potential community Christmas events. Please see email attached.

Cllr. Perry stated that this is being dealt under public participation, where the council can't make a decision or make a resolution, the council can only vote on the agenda item.

The Chair clarified that it is on the agenda and email from the resident was circulated with agenda as supporting documents.

CYNGOR CYMUNEDOL
**ST NICHOLAS
BONVILSTON**
COMMUNITY COUNCIL

Chair Hunt proposed the council to donate the unspent balance of the Remembrance Day budget (£2000) to this Christmas event due to time constraints and will consult OVW on this matter and will summon an extraordinary meeting for resolution if necessary.

Seconded by Cllr. Hinton

Voted for: Cllr. Farkasovska, Cllr. Hinton, Cllr. C Volrath, Cllr. Reid

Abstained: Cllr. I Perry

This proposal is approved.

Member of public in the meeting brought concerns on Phone box, Chair Hunt confirmed that it was resolved in September meeting for budget of £500 to sort the phone box out and the council are working on it.

Member of public in the meeting asked about more planters being put around the village as well with crops. Chair Hunt updated this fall under our biodiversity and have not got any further updates on that now. She will put this topic on the agenda of next meeting.

Member of public asks about the update on any progress of the Campbell Road adoption and hope this discussion is still alive. Chair Hunt and Cllr. Perry confirmed that there are no update and Chair Hunt will continue to follow up.

6. Police Matters

PCSO Stephen went through the reports for September and October occurrences 2025 and introduced another PCSO Richard and confirmed there are two additional police officers joining the team for this area.

17/10/2025 (Bonvilston)

Report of a male in the street shouting.

Outcome: Police attended and spoke to the male; additional support has been requested for the male through partner agencies.

16/10/2025 (Bonvilston)

Report of a male in the street shouting.

Outcome: Police attended and spoke to the male; additional support has been requested for the male through partner agencies.

18/10/2025 (St Nicholas)

Report of a dispute between a parent and another car driver.

Outcome: Reported to the school and to Police for awareness and patrols.

28/10/2025 (St Nicolas)

Report of theft of tools from van.

Outcome: Under investigation.

02/09/2025 (Bonvilston)

Report of debit card used fraudulently.

Outcome: No suspect identified.

06/09/2025 (St Nicholas)

Report of intoxicated males fighting.

Outcome: Police attended, males separated and were taken home by family members.

08/09/2025 (St Nicolas)

Report of Vehicle obstruction.

Outcome: Being reviewed by VOG Highways department, St Nicholas School & SWP.

Two police officers left the meeting after update

7. Planning applications

a. 28 October 2025

Planning Application No.: 2024/00663/FUL(LF)

Location: New Grenway Farm, Bonvilston

Proposal: The proposal 2 No. Holiday Accommodation Units

NO COMMENTS

b. 5 November 2025

Planning Application No.: 2025/0976/FUL (GW)

Location: Gwreiddyn Farm, Logwood Hill, Peterson super Ely

Proposal: Change of use of land from private livery yard to commercial Yard for training Event horses and riders with Livery. 12 stables, 3 hay/storage barns, horse waler and temporary dwellings (log cabin) for a rural enterprise worker 3 years.

Cllr. Volrath declared interest and removed to the waiting room.

NO COMMENTS

8. The Clerk/RFO update

a. The Clerk received letter from the Pensions Regulator to remind the employer to set up pension scheme for employee before 2 December 2025.

b. November Financial Report

i. Nov 2025 Payments List from Scribe Account (Please see the attachment)

Chair asked if anyone have questions about it, no questions raised.

ii. Nov 2025 no income, therefore no Receipts List from Scribe Account (Please see the attachment)

iii. Bank Reconciliation cannot taken place due to lack of information and accuracy between Apr-Aug 2025. Manual Bank Reconciliation reports provided for your reference. (please see the attachment)

It was pointed out the typo error on the bank reconciliation.

Error correction: typo error correction of Bank Reconciliation sheet on the date from 30/09/2025 to 31/10/2025.

iv. Asset Register – 2 laptops registered. (please see the Asset Register from Scribe Account)

v. Request Finance Committee to review and adjust the current budgeting reports between 01/04/2025 and 06/11/2025 for council approval next meeting as budget discrepancy mentioned in Oct meeting, start to prepare for budget, precept & reserve 2026-2027.

vi. Payments Awaiting Authorisation List for approval (please see attachment), please see clarification as below:

- Approve the extra working hours 26.82hours for Oct 2025 – Total amount for Oct 2025 including extra hours and homework allowance after deduction of NI :£1230.97(time sheet supplied to the Chair)

Chair Hunt confirmed that she has received and checked the timesheet and happy to propose to approve that payment.

Seconded by Cllr. Forcada

Voted for: Cllr. Farkasovska, Cllr. Hinton, Cllr. Reid

Abstained by: Cllr. Perry (concerned the additional hours.)

Cllr. Volrath didn't quote due to bad signal.

This proposal is approved.

- Employer National Insurance from 1st Jul to 31st Oct 2025 total £358.56 overdue (please see attached reports)

Chair Hunt proposed to pay the NI, seconded by Cllr. Hinton

It was unanimously resolved to approve payment of £358.56 for Employer National Insurance.

- Grass Cutting -Inv 126 127 £75*2=£150

Chair Hunt proposed to pay invoice 126 &127, seconded by Cllr. Reid.

It was unanimously resolved to approve payment of £150 for grass cutting service.

- Members Allowance Claim – Chair R Hunt's claim form received- due to pay £1333.00

Chair Hunt left the room, Cllr. Forcada proposed to approve the payment, seconded by Cllr. Farkasovska

Voted for: Cllr. Volrath, Cllr. Hinton, Cllr. Reid

Abstained: Cllr. Perry

It was resolved to approve the payment of £1333.00 for Chair Hunt's allowance claim.

- Review & Approve Microsoft 365 subscription solution for two laptops
 - a. Microsoft 365 business basic or other option

Chair Hunt believed Cllr. Volrath has found cheapest option which was about £24 for both laptops and proposed to accept and approve this option

Seconded by Cllr. Reid

Voted for: Cllr. Farkasovska, Cllr. Forcada, Cllr. Hinton,

Cllr. Volrath didn't quote due to lack of signal.

Abstained: Cllr. Perry.

It was resolved to approve the payment of £22 for Microsoft 365 license.

- Clerk has completed ILCA course with certificate, now request for FILCA course – RFO. £120+VAT

Cllr. Hunt proposed to pay for the FILCA Course

Seconded by Cllr. Hinton,

Voted for: Cllr. Farkasovska, Cllr. Forcada, Cllr. C Volrath.

Abstained: Cllr. Perry

It is resolved to approve the payment of £144 for FILCA Course.

- Clerk expenses claim – round trip to Cardiff Barclays, parking tickets and round-trip Barry IG Graphics to pick up the Remembrance Day leaflet total £17

Chair Hunt proposed to approve the expenses claim

Seconded by Cllr. Reid

Voted for Cllr. Farkdasovska, Cllr. Forcada, Cllr. Hinton, Cllr. Perry

Cllr. Volrath didn't vote due to bad signal.

It is resolved to approve the payment of £17 for Clerk expenses claim.

- Amelia Trust Farm -Room hire fee £36

Chair Hunt proposed to pay for the room hire fee.

Seconded by Cllr. Reid

It is resolved unanimously to approve the payment of £36 for Amelia Trust Farm room hire.

- IG Graphics-1500pcs leaflet Invoice 48379 £282

Cllr. Perry raised concerns that the leaflet plus the clerk's time and mileage in collecting them and quantities are rather expensive and asked how it was distributed as residents complained to him that they have not received it.

Chair Hunt confirmed that Cllr. Hinton, Cllr. Volrath & herself has covered as much area as they can in the available time, and leaflets were provided to local pubs, village shop, the church and the school, and will continue to deliver as it's a Winter edition.

Cllr. Volrath clarified that this leaflet is a Winter newsletter, and it's not specific to Remembrance Sunday. It is still relevant, and she will attempt to get around as much more of the villages as she can.

9. Other projects and responsibilities

a. Elect a representative and substitute member of Council for OVW meetings

Cllr. Reid suggested that there are a few councillors absent and the council should offer same opportunity to every councillor.

Cllr. Perry offered to be the representative as he attended those meetings in the past.

Cllr. Hunt counted Cllr. Perry in and proposed to defer this matter to December meeting to offer every councillor the opportunity.

Seconded by Cllr. Reid

Voted for Cllr. Farkasovska, Cllr. Forcada, Cllr. Hinton,

Abstained: Cllr. Perry.

Cllr. Volrath didn't vote due to bad signal.

This proposal is approved.

b. Update from the Chair of the School, Church and community committee

- Remembrance Day Sunday

Cllr. Hinton confirmed that the Remembrance Day Event went really well and stated that

- the school and church were involved
- cold foods were provided to share with the residents and the public,
- 146 wooden crosses all decorated by the children of the school that have been bedded into the grass around the memorial.
- he had positive feedback from public and church members that everybody is looking forward to next year event and point that they would like to start engaging three to four months prior to the event next year so that there are more representation, or more of the community and the residents will also be involved in.

Chair Hunt had very positive feedback from the residents of the community and thanked Cllr. Hinton for his hard work on the Remembrance Day Event.

- Christmas Tree

Cllr. Hinton reported the results from the sub-committee regarding Christmas tree as below for full council approval:

- To decorate a live large tree for both St Nicholas & Bonvilston equally.
- To purchase a singular larger tree to be placed in or around Bonvilston and St Nicholas Green.
- all expenditure should reflect fairly to both St Nicholas and Bonvilston as from the meeting residents from Bonvilston felt being left out.

Chair Hunt passed a message from the head teacher of the school that if the council buy the school Christmas tree on 19th December 2025, they would donate it to the church when the school is closed.

Cllr. Hinton stated that the school also offered to decorate both trees

Cllr. Reid emphasised to take the community guidance on the Christmas trees as there were a lot of money spent last year and also ensure to get message right especially for those residents who've provided connections to their property for electricity in the past.

Members of public liked the display of Christmas lights along A48, suggested reusable decoration, but cost and storage is another issue.

Cllr. Perry stated the council should have 10 trees again like last year and confirmed most of decorations and lights from last year were damaged and the council went through 3 sets last year on one tree due to vandalism and storm in December. Cllr. Perry confirmed that 10 trees with decorations and lights and replacement were about £4000+VAT

Chair Hunt proposed to buy 2 trees for St. Nicholas, 2 trees for Bonvilston and one tree to school with budget of £3000 including decorations and lights, delegate it to events committee

Seconded by Cllr. Hinton

Voted for Cllr. Farkasvoska, Cllr. Forcada, Cllr. Reid

Voted against Cllr. Perry.

Cllr. Volrath didn't vote due to bad signal.

It is resolved to approve budget of £3000 for five Christmas trees including decoration and lights. The clerk will get three quotes.

- Cllr. Hinton emailed to resign as Chair from SCCC due to availability, suggested to elect a new chair for this committee. And he will ensure smooth handover to new Chair.

Cllr. Hinton confirmed that he will stay member of the subcommittee, which leaves Cllr. Volrath and Chair Hunt as candidates as chair of SCCC, but Cllr. Volrath is offline due to bad signal.

Cllr. Reid proposed for Cllr. Hunt to be the interim chair of SCCC,

Seconded by Cllr. Hinton

Voted for: Cllr. Farkasovska, Cllr. Forcada, Cllr. Reid,

Abstained: Cllr. Perry

This proposal is approved.

Cllr. Hinton notified the council that he will still attend the meeting with the school board on 25th November 2025 which were arranged previously.

Chair Hunt confirmed for Cllr. Hinton to attend the meeting.

c. Update from the chair of the finance committee

- 1st finance committee meeting minutes circulated and update,

Cllr. Reid went through the 1st finance committee meeting minutes with a few amendments of the new financial regulation which were circulated before the council meeting.

Cllr. Reid proposed to adopt the new financial regulation.

Seconded by Cllr. Hunt,

Voted for Cllr. Farkasovska, Cllr. Forcada, Cllr. Hinton

Abstained: Cllr. Perry.

It is resolved to adopt the new financial regulation.

- Internal auditing update.

There is ongoing communication with Audit Wales regarding external audit. Certain amounts of information and details have been provided in a timely manner.

There is ongoing communication with internal auditor, there is a gap in our records. We are trying to rectify matters.

d. Section 6 report due to file in December 2025

Chair Hunt stated that Section 6 report is a biodiversity report, Both Cllr. Volrath & Cllr. Hunt went on a biodiversity webinar and Cllr. Volrath is preparing the report. Unfortunately, she dropped out of internet. Under this the church asked the council to purchase some wildflower seeds to go in the churchyard, no quotes taken place yet. The council will be looking at using native flowers to help the biodiversity. Similar plans with school. They are looking at One Voice Wales biodiversity grants to help with that. This report has to be in by January and will be brought in the December council meeting for approval.

e. Bus Stop update

Chair Hunt stated that Cllr. Volrath has been talking to the Vale regarding the bus stop and there are funds available in St. Nicholas, there has been a few proposals, hopefully getting proposal from the Vale for the bus shelters.

10. To receive reports from Chairman, Clerk and Members, and anything urgent.

Chair Hunt mentioned there is no further update from the solar farm since last meeting with them regarding the grant.

11. Correspondence from organisations including One Voice Wales

None

12. Correspondence from the members of the public

None except the one email for request of funds support for Christmas Event.

13. Next meeting

Tuesday, 9th Dec 2025 at 7pm Ordinary Meeting (monthly)

Minutes taken by

Joan Chen – Clerk to the Council

DRAFT